



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1740.1K
00C

25 APR 2002

NSHS BETHESDA INSTRUCTION 1740.1K

From: Commanding Officer

Subj: NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3

Encl: (1) Flowchart Officer
(2) Flowchart Enlisted
(3) Flowchart Civilians
(4) Sponsor Check List
(5) Sponsor Program Critique

1. Purpose. To establish policy and procedures for the sponsor program at the Naval School of Health Sciences, Bethesda.

2. Cancellation. NSHSBETHINST 1740.1J

3. Applicability. This instruction applies to all staff and student personnel assigned to the Naval School of Health Sciences, Bethesda, Maryland.

4 Policy

a. The sponsor program is essential to the beginning of a successful tour and to support the member and their family during the period of uncertainty that often exists when relocating.

b. The sponsor will receive the full support of the Command including time away from work to facilitate a new member reporting to the Command.

c. The sponsor program starts with the notification that a member is coming to the Command and ends when the member is fully checked-in and integrated into the Command.

d. A sponsor will be assigned to all incoming staff. Students attending enlisted technical training schools and students in the Nurse Anesthesia Program, though not assigned an individual sponsor, will receive sponsor-like support from their course coordinators or program director.

e. An assigned sponsor will have a minimum of six months remaining at the Command after the reporting date of the person sponsored and should not be the person being relieved.

f. The sponsor program will be evaluated continuously and improvements implemented in a timely manner.

g. Newly reporting staff personnel will meet individually with the Commanding Officer, Executive Officer and Command Master Chief (CMC). The Executive Officer and CMC will meet incoming student personnel during their scheduled orientation.

5. Action

a. Executive Officer (XO)

(1) The Executive Officer will function as the central control point for monitoring the sponsorship of incoming officers and to ensure uniformity and overall effectiveness.

(2) Upon notification of incoming officer personnel, and with the assistance of the Command Sponsor Program Coordinator, the XO will coordinate the assignment of a sponsor with the appropriate Directorate, enclosure (1).

(3) The XO will ensure that sponsors execute their duties in a timely fashion and facilitate assignment of a replacement if the current sponsor is not able to continue.

b. Command Master Chief (CMC)

(1) The Command Master Chief is the primary point of contact for the operation of the Command Sponsor Program.

(2) The CMC will select the Command Sponsor Program Coordinator

(3) The CMC will function as the central control point for monitoring the sponsorship of incoming enlisted members and to ensure uniformity and overall effectiveness, enclosure (2). The CMC will also monitor the sponsor support provided to students of the enlisted technical training schools.

(4) Upon notification of incoming enlisted personnel, and with the assistance of the Command Sponsor Coordinator, the CMC will assign a sponsor within the appropriate Directorate (when possible).

c. Civilian Personnel Liaison

(1) The Civilian Personnel Liaison will function as the central control point for monitoring the voluntary civilian sponsor program to ensure uniformity and overall effectiveness, enclosure (3).

(2) Upon notification of incoming personnel; the Civilian Personnel Liaison will coordinate the assignment of a sponsor within the appropriate Directorate (when possible).

d. Enlisted Technical Training Course Coordinators

(1) Will function as the central control point for monitoring the sponsorship of students. Coordinate with the Command Sponsor Program Coordinator to ensure that complete welcome aboard packages are sent to incoming students.

(2) Upon notification of incoming students, assign or act as a designated sponsor and ensure that information and support are provided.

(3) Prepare a welcoming letter for the Command Master Chief's signature. The signed letter will then be forwarded to the member in the welcome aboard package.

e. Nurse Anesthesia Program Director.

(1) Act as the designated sponsor to incoming students and provide the sponsor-like support.

(2) Coordinate with the Command Sponsor Program Coordinator to ensure that complete welcome aboard packages sent to incoming students.

Command Sponsor Program Coordinator

(1) The Command Sponsor Program Coordinator will be assigned by the Command and identified on the Command Collateral Duty list. The coordinator is responsible to the Executive Officer and the Command Master Chief for the performance of the program.

(2) Provide oversight and administrative support to the sponsor program including: typing of sponsor appointment letters for both staff and students, maintenance of control point log, forwarding of welcome aboard packages and preparation of CO's welcome aboard letter.

(3) Provide oversight and administrative support to Enlisted Technical Training Course Coordinators and to the Director of the Nurse Anesthesia Program for the support of incoming students.

4) The coordinator will schedule required Sponsor Training, (if applicable) for all personnel assigned as a Command Sponsor.

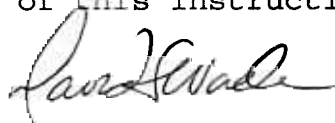
(5) The coordinator will ensure that incoming personnel complete sponsor critique forms, enclosure (5), and forward completed critiques to the Commanding Officer for review. Sponsor critique forms will be retained for a period of one year

g. Administrative Department

(1) Upon receipt of Permanent Change of Station (PCS) orders for incoming staff/student personnel, the administrative department will forward copies of orders to; Manpower Department Command Career Counselor, CMC, Executive Officer, Commanding Officer, Student Support Department and the affected Directorate (if known).

h. Directors. Support the sponsor program by providing sponsors the necessary time and resources to perform their sponsor duties.

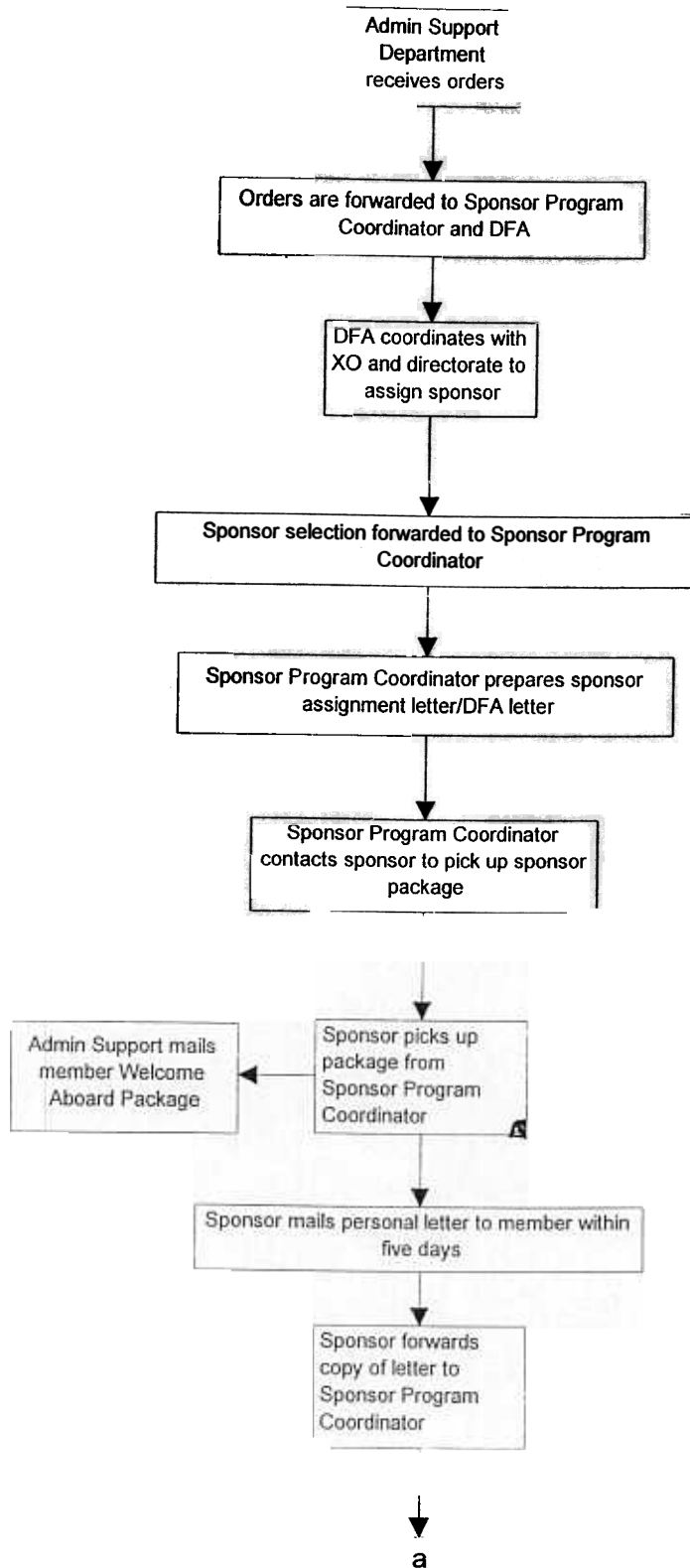
i. Sponsors. Familiarize themselves with the provisions of reference (a) and the enclosures of this instruction.

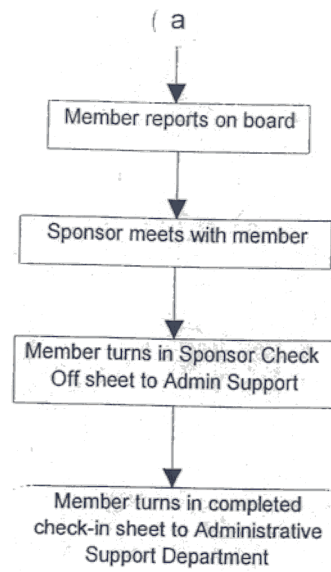


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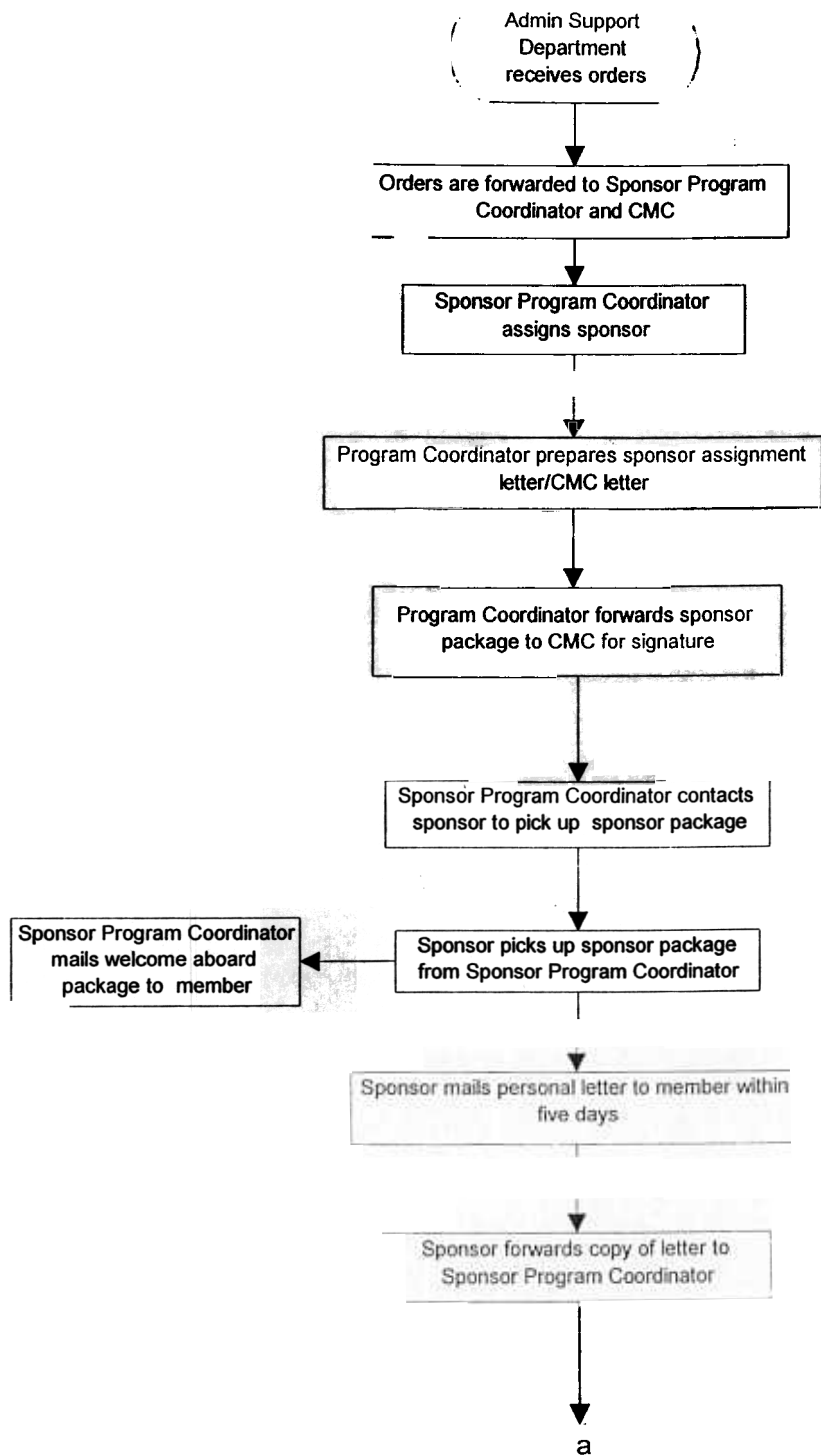
Distribution:
List II

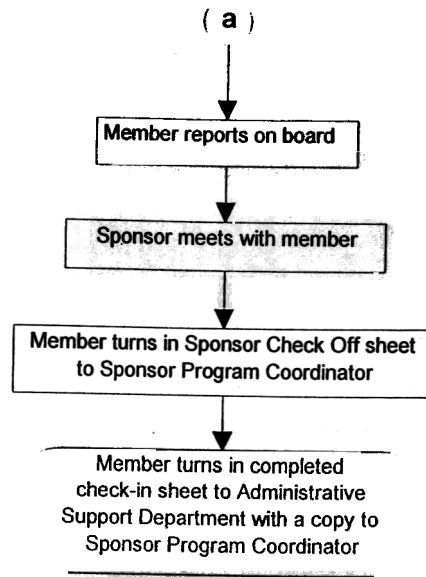
Officer Sponsor Flow Chart



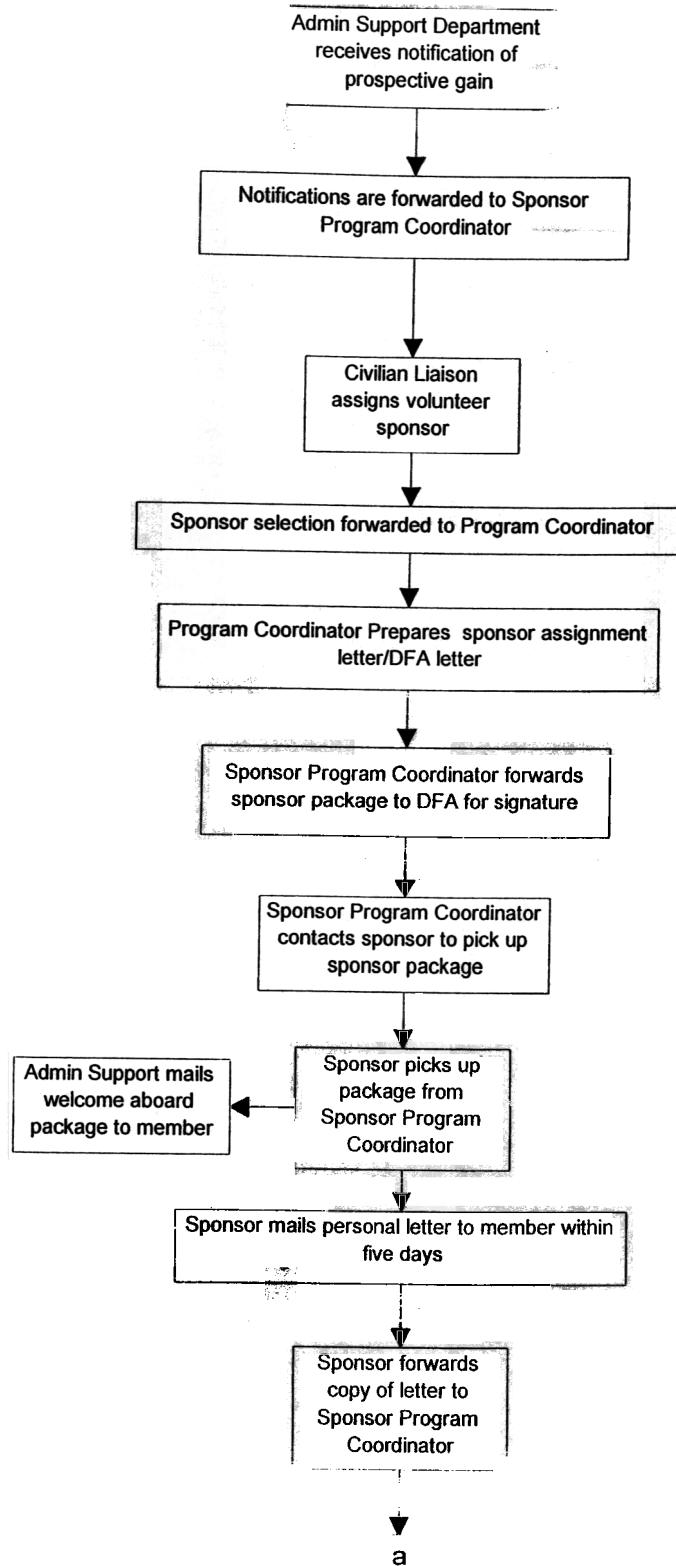


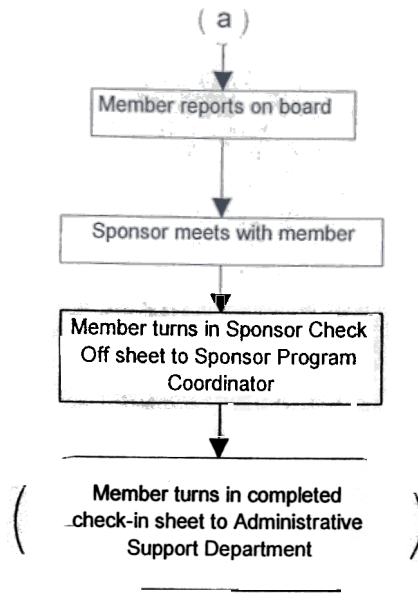
Enlisted Sponsor Flow Chart





Civilian Sponsor Flow Chart





SPONSOR CHECK LIST

Name of member sponsored: _____

Reporting from (address): _____

Prospective assignment: _____

Date completed

1. Welcome aboard package sent:

Additional info sent: _____

2. Write/call member within 5 days of appt:

(Use message format if orders are "short fused")

Follow up correspondence/phone calls made: _____

3. Assistance needed in locating temporary quarters:

Yes No

4. Transportation needed from place of arrival to the command:

Yes No

If applicable, confirm flight information

Airlines: _____

Flight #: _____ Airport: _____

Arrival date and time: _____

5. Escort and assist member in checking in:

a. Housing referral office

b. Personal property office (HHG / POV)

6. Familiarization with compound and surrounding area:

7 Assistance in locating permanent residence in area (or check-in at BOQ/BEQ):

8. Additional items: _____

Enclosure (4)

9. Difficulties encountered: _____

10. Sponsor's comments:

11. I have completed the above items as a sponsor for _____
_____. I have provided the member with a Sponsor Program
critique to forward to the Commanding Officer upon completion.

_____/_____
(Printed name) (Signature of sponsor)

Reviewed by:

Command Master Chief Date

Commanding Officer Date

SPONSOR PROGRAM CRITIQUE

Your help is requested in evaluating the effectiveness of our Navy Sponsor Program. We ask that you complete this questionnaire based on your experiences on your recent PCS transfer. Upon completion, please forward questionnaire to the Command Master Chief. Your candor, cooperation and timely response is truly appreciated. Please print legibly.

Rank: _____ Name: _____

Date Reported: _____ Assigned to: _____

Your sponsor was: _____

Circle one

1. Did you request a sponsor: Yes No

2. Did you receive a "Welcome Aboard" package: Yes No

3. Did you find the "Welcome Aboard" package information helpful: Yes No

4. What information would you recommend be included in our "Welcome Aboard" packages that was not provided:

5. Did you contact your sponsor prior to reporting on board: Yes No

6. Did your sponsor provide the necessary assistance you requested: Yes No

7 Did your sponsor assist with the following:

a. Meet you upon arrival?	Yes	No
b. Arrange/assist with temporary transportation?	Yes	No
c. Arrange for temporary housing? (if applicable)	Yes	No
d. Have a positive attitude toward the command?	Yes	No
e. Write/call you prior to your arrival?	Yes	No
f. Were your questions/concerns answered accurately and in a timely manner?	Yes	No
g. Show you around the command, compound and local area?	Yes	No
h. Assist you in other areas to get settled?	Yes	No

8. How long did your check-in take:

9. Please explain any difficulties you experienced during your check-in process:

10. Please provide any recommendations you feel will improve our sponsor program and/or check-in process:

11. Overall, how would you rate the helpfulness of your sponsor?
(1 = Very Poor to 5 = Excellent) 1 2 3 4 5

Again, thank you for you assistance in evaluating our program.

Reviewed:

Command Master Chief

Date

Commanding Officer

Date